



October 7, 2011

**County of Los Angeles  
Quality and Productivity  
Commission**

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To: Each Department Head

From: William A. Sullivan, Esq.  
Commission Chair

**PLAIN LANGUAGE POSTER – “SPREAD THE WORD”  
HONORING INTERNATIONAL PLAIN LANGUAGE DAY**

We are pleased to enclose the Commission’s most recent Plain Language poster, *“Spread the Word – Plain Language Works Best.”* The County of Los Angeles joins the world-wide Plain Language community to celebrate International Plain Language Day, raising awareness of the tremendous benefits of using clear, concise language. Using plain language can save money, improve productivity, and increase the quality of services.

Please be sure to visit the Commission’s “Plain Language” web page at <http://qpc.co.la.ca.us> for additional information and resources.

Thank you for working with us throughout the campaign and raising awareness of plain language within your department. If you have any questions, please contact the Commission office at (213) 974-1361.

WAS:RW:lp

Enclosure

c: Each Supervisor  
Quality and Productivity Managers’ Network  
Quality and Productivity Writers’ Network

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***We support plain language***

***“To enrich lives through  
effective and caring service”***

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